

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR06222977

DATE POSTED: 03/04/22

POSITION NO: 210413

CLOSING DATE: 03/17/2022 by 5pm

POSITION TITLE: Programs & Project Specialist

DEPARTMENT NAME / WORKSITE: Department of Agriculture / Window Rock, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ63A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.:                      \$ 41,487.56 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION :                      \$ 19.87 PER HOUR

NON-SENSITIVE ☒ TEMPORARY: ☐                     

**DUTIES AND RESPONSIBILITIES:**

Provide overall administration and operation of the Agriculture Conservation Corps program; develop viable work plans for program to accomplish goals and objectives for respective fiscal year; development long term work plan of goals and objectives; develop and maintain teamwork and networking to maintain and improve communication with youth, students, farmer, ranches, livestock producer, etc. to specifying attainable goals for accomplishments with goals worthy of funding; have knowledge on natural resources, climate changes, land status including, farming, ranching areas. Review regulations with the assistance from NRCS, USDA, local entities for proper land, farm and range managements; interpret rules and regulations and provide amendments; attend meetings / collaborate with Federal agencies on special projects; attend staff meeting and submit quarterly reports on program.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public and Business Administration or in a closely related field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Requirements:**

- Possess a valid State Drivers License.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Grant writing, knowledge and familiar with Navajo Nation, Federal and State Laws, regulations, and guidelines aspects of tribal operations relative to project/program responsibilities in reference to grazing; must be computer literate, knowledge in range/soil evaluation techniques, and must have good communications skills in both Navajo and English languages; skills to supervising staff.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**